

COMMUNITY SERVICES COMMITTEE – 26TH FEBRUARY 2024 – 18:00

To: Members of the Community Services Committee:

Councillors Birch (Chair), Holland-Delamere (Deputy Chair), Ashraf, Alwahabi, Hallam, Hibbert, Ismail, Lane, Marriott, Miah, Russell and Soan

You are summoned to attend a meeting of the Community Services Committee of Northampton Town Council to be held at Northampton Town Council Committee Room on Monday 26th February 2024 at 18:00 hours.

This committee meeting is open to the public and press to attend and those attending the meeting shall be informed that it is being recorded. Public participation is in accordance with the Town Council's public participation policy. Members of the public wishing to take part or ask a question of the committee are required to contact the Town Clerk in advance.

Cc'd electronically to all other councillors for information



**Stuart Carter
Town Clerk
20th February 2024**

**Guildhall
Northampton
NN1 1DE**

A G E N D A

- 1. APOLOGIES**
- 2. DECLARATION OF INTERESTS**
- 3. TO AUTHORISE THE CHAIR TO SIGN THE FOLLOWING MINUTES OF THE PREVIOUS MEETINGS:**
 - a) COMMUNITY SERVICES COMMITTEE HELD ON 27th NOVEMBER 2023
Pages 3-6
 - b) EXTRAORDINARY COMMUNITY SERVICES COMMITTEE HELD ON 8TH JANUARY 2024
Pages 7-8
- 4. TO RECIEVE THE MINUTES OF THE GRANTS SUB-COMMITTEE MEETINGS HELD ON 14TH FEBRUARY 2024**
Pages 9-13
- 5. EVENTS AND PROJECTS UPDATE**
Pages 15-20
- 6. CHRISTMAS LIGHTS UPDATE**
Pages 21-36
- 7. CHRISTMAS TREES UPDATE**
Pages 37-38

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| 8. FIREWORKS UPDATE | <i>Pages 39-40</i> |
| 9. STATEMENT TO THE BUSINESS IMPROVEMENT DISTRICT | <i>Pages 41-42</i> |
| 10. COMMUNITY ENGAGEMENT OFFICER UPDATE | <i>Pages 43-45</i> |
| 11. PROPOSED PROJECTS AND IDEAS TEMPLATE | <i>Pages 47-49</i> |
| 12. COMMUNICATIONS OFFICER'S SOCIAL MEDIA ENGAGEMENT REPORT | <i>Pages 51-53</i> |
| 13. WESTON FAVELL CENTRE 50TH ANNIVERSARY FESTIVAL UPDATE <i>Verbal Update to be Provided</i> | |
| 14. ITEMS FOR CONSIDERATION FOR NEXT MEETING | |

COMMUNITY SERVICES COMMITTEE – 27TH NOVEMBER 2023

MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 27TH NOVEMBER 2023 AT 6PM IN THE TOWN COUNCIL COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Birch (Chair), Holland-Delamere, Ashraf, Alwahabi, Hallam, Hibbert, Lane and Soan.

OFFICERS PRESENT: Mr S Carter (Town Clerk), Mrs J Thorneycroft (Assistant Town Clerk), Mr C Osborn (Community Engagement Officer) and Miss F Barford (Democratic Services Officer)

OTHERS PRESENT: Two representatives (Hazel and Helen) from the Outside in Theatre group were welcomed to the meeting.

32. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor Russell and Ismail.

33. DECLARATIONS OF INTEREST

Declarations of non-pecuniary interests were submitted by Lane & Hallam. Ashraf and Alwahabi.

34. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 25TH SEPTEMBER 2023 AND ASK QUESTIONS TO THE PROGRESS OF ANY ITEMS

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 25th September 2023 as a true and accurate record of the proceedings.

The Town Clerk stated in relation to the Bleed Kit Update on the minutes of the previous meeting that the final bleed kit would be installed tomorrow. Councillor Hibbert's apologies were included on the previous meetings minutes.

35. TO RECIEVE THE MINUTES OF THE GRANTS SUB-COMMITTEE MEETINGS HELD ON 15TH NOVEMBER 2023

RESOLVED: The minutes of the Grants Sub-Committee meeting held on 15th November 2023 were received and adopted.

The Chair explained there was a high volume of grant applications had been reviewed at the Grants Sub-Committee meeting held on 15th November 2023. The General Community Grant applications were partially funded and some applications were declined. The Chair raised that we had already funded an advice surgery at the Northampton Bangladeshi Association and commented this appeared to be a duplication of work that had already gone ahead successfully.

Councillor Hallam stated that the Rowen Tree project had gone successfully in both wards.

36. TO REVIEW ADDITIONAL COUNCILLOR COMMUNITY FUND APPLICATIONS CCF211, CCF222 & CCF223

APPROVED

- 37. KINGSLEY PRIMARY SCHOOL** – CCF221 - £750 – Resources to Improve Vocabulary in Early Years
– Cllr Russell – Kingsley Ward
- 38. CYNTHIA SPENCER HOSPICE** – CCF222 - £400 – Spencer Easter Trail 2024 – Cllrs Hallam & Lane
(£200 each) – Parklands & Boothville Wards
- 39. NORTHAMPTON HOPE CENTRE** – CCF223 – £1,190 - Defibrillator – Cllrs Alwahabi, Haque,
Ismail, Tarasiewicz and Ashraf - Castle, St James & Abington Wards

40. EVENTS AND PROJECTS UPDATE

An Events and Projects report was circulated with the meeting agenda.

The Chair requested if there were any questions in relation to items within the events and project report.

The Chair highlighted that approximately 18,000 people had attended the recent Fireworks Event held at the Racecourse in November.

A Councillor commented that parking in the Racecourse area at the time of the event was difficult. Officers are working hard to establish a Park and Ride scheme in 2024. Park and ride for fireworks 2023 was almost achievable but unfortunately permissions were received too late in the day.

A feedback meeting for the Remembrance event to be held. All partners to be invited.

Christmas Light Switch-On

The Chair provided a vote of thanks to the Events team for organising the Christmas Lights switch on event which was very well received. In response to a question, the Chair explained the ice-skating rink was due to be moved to Commercial Street. A Councillor stated the Becketts Park location was very successful and worked well for the Families attending.

41. BUDGET PRINCIPLES FOR FINANCIAL YEAR 2024/25 – COMMUNITY SERVICES ELEMENT

Following discussions on the Budget Principles Report, the Chair explained that all agreed recommendations would be present at the next Policy & Finance Committee meeting.

Please see the full details of the agreed budget principles for Financial Year 2024-25 attached as Appendix A.

As part of the discussions the following councillor comments were noted.

A Councillor suggested whether funding for the Weston Favell 50th Anniversary Celebrations could be sourced from elsewhere. In response the Councillor stated he had been in touch with a local group who would be showcasing the area and the new town development 50 years on, it

was confirmed that discussions had taken place around Lottery Funding being sourced for match-funding.

The Chair proposed that the Heritage Budget Codes were amalgamated into one heritage budget line and a Heritage Sub-Committee be formed to provide some more support from Councillors and guidance. In response to a question, the Chair clarified that a Heritage Sub-Committee would fall under the Community Services Committee similar to the Grants Sub-Committee.

It was **RESOLVED** to set up a Heritage Working Party to be chaired by Cllr Birch with the following members Councillor Alwahabi, Holland-Delamere, Lane and the relevant Officers.

A Councillor suggested that West Northamptonshire Council be approached to partner up and provide some funding towards the Market Square Heritage Film project.

With regard to the councillor community funding budget the Chair commented that Mr Osborn could assist with pin-pointing areas that are of need for funding.

Some discussion regarding unspent councillor community funding took place, it was agreed that the Clerk would undertake some research and report back regarding the fairest process of allocating and redistributing funding at the end of each financial year.

Van Hire – In response to a question, for transportation to and from the event. A Cllr commented that staff were loading their own cars for events and it was unfair to expect them to use their private vehicles. The Town Clerk stated that enquiries to hire a van for the Christmas Light Switch were made but the only vans available were too large. In response to question, the clerk stated that a long-term lease was looked into however, at the moment there isn't a requirement for it.

St Georges Day – Cllr suggested that the budget be increased to £10,000. The Town Clerk stated we support Carnival and Diwali as they have committees who undertake the majority of the organisation. The Chair suggested that a committee be formulated for St Georges Day to drive the task forward as it school outreach would require a large amount of resources. Cllr Holland-Delamere explained that he would be happy to assist on the St George's Day project however, there was a short period of time to organise an event for April 2024.

It was **RESOLVED** that Cllrs Soan and Holland-Delamere work with the events team to organise the St Georges Day event. Budget to be uplifted to £7,500 as per the budget principles plan.

Earmarked Reserves FY24

It was suggested that the Community Needs (budget code 4221) be reduced by £50K to allow funding for out of town projects such as the Weston Favell 50th anniversary. A new budget code will need setting up to cover out of town projects.

42. HERITAGE – 2 X PROJECT PROPOSAL FORMS WERE CIRCULATED WITH THE AGENDA FOR REVIEW AND DISCUSSION

- (a) Showing of the Gunpowder plot film – A Northamptonshire Film Conspiracy

The Assistant Town Clerk stated the costings included leafletting and staffing costs and a right-free film to pair alongside it. A Cllr commented that he did not the short-film commissioned originally. A Cllr stated he had enjoyed the film was very informative to the point.

It was RESOLVED to allocate the requested £1000 to this project – Heritage Budget Code 4509

- (b) Film showing of Market Square historic reels made into 1 film to coincide with the opening of the Market Square

It was commented that the film should go ahead and enquiries be made as to whether WNC might wish to partner/part fund towards the project.

It was RESOLVED to allocate the requested £8500 to this project – Heritage Budget Code 4509

43. ITEMS FOR FURTHER CONSIDERATION AT THE NEXT MEETING

That St Crispin Day and St George's Day be discussed as a separate agenda item.

MEETING CONCLUDED 7:02PM

EXTRAORDINARY COMMUNITY SERVICES COMMITTEE – 8TH JANUARY 2024

MINUTES OF THE EXTRAORDINARY COMMUNITY SERVICES COMMITTEE MEETING HELD ON 8TH JANUARY 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Birch (Chair), Holland-Delamere (Deputy Chair), Ashraf, Hibbert, Lane and Marriott

OTHER COUNCILLORS: Councillor Alwahabi, Russell and Stevens

OFFICERS PRESENT: Mr S Carter (Town Clerk), Miss F Barford (Democratic Services Officer) and Mr Connor Osborn (Community Engagement Officer)

44. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Hallam, Ismail, Miah and Soan

45. DECLARATIONS OF INTEREST

Councillor Birch declared a non-pecuniary interest in

46. TO REVIEW BUDGETARY REPORT THE GENERAL COMMUNITY GRANTS SCHEME

47. TO REVIEW TIME SENSITIVE GENERAL COMMUNITY GRANT APPLICATION – CGF86 OUTSIDE IN THEATRE

A Councillor explained the applicants addressed the previous Community Services Committee meeting on the project 'Willow's Winter Hug' as outlined within the application.

The Community Engagement Officer (C.E) had a meeting with the applicants and had requested where they wished to hold the sessions and these were in the Town Council area. In response to a question, the C.E Officer explained it was estimated that 50 children would attend per centre. The C.E Officer highlighted the Outside In Theatre had a proven track record with other projects that had been funded via Northamptonshire Community Foundation and the Arts Council.

In response to a question, the C.E explained that Outside In Theatre were registered as a Community Interest Company and had started just prior to the COVID-19 Pandemic. A Councillor posed if the C.E Officer would attend any these sessions to monitor and provide feedback to the Committee. The C.E Officer explained he would happily attend and provide a report.

A Councillor commented that the project would be beneficial to children with their social and development of skills especially during the half-term when this project would take place. A Councillor commented that the application had included staffing costs. In response a Councillor stated the amendment to the policy meant that salaries were not funded via the scheme however, one-off operational staffing costs could be considered and would be at the discretion of the Committee to approve.

RESOLVED: That General Community Fund application CGF86 be approved to the sum of £5,000 as outlined within the application.

The following Councillor Community Fund Applications were reviewed:

a) CCF224 – Isaac’s Litter Picking Group - £220 – Trinity – Councillor Birch

RESOLVED: That Councillor Community Fund CCF224 be approved to the sum of £220.

b) CCF225 – United African Association - £400 - Castle – Councillor Alwahabi

RESOLVED: That Councillor Community Fund CCF225 be approved to the sum of £400 as outlined in the application.

48. TO REVIEW DEFERRED COMMUNITY GRANT APPLICATION – CGF83 – NIGER DELTA YOUTH ASSOCIATION

The C.E Officer explained the applicant intended to host an Anti-Knife Crime Concert on 22nd March 2024 at the Roadmender and the targeted audience was young people within Northampton. A Councillor stated it would be beneficial to review a full breakdown of the full project costings. The C.E Officer explained he would reach out to the applicant to request a copy of the full project costings, event management plan and safeguarding policy.

RESOLVED: That General Community Grant Application CGF83 be approved in principle and the final decision be delegated to the Community Engagement Officer once the requested documentation had been received.

DSO’s Note: The Community Engagement Officer received copies of the Event Management Plan, Safeguarding Plan and full breakdown of the project costs and provide approval.

MEETING CONCLUDED 5:38PM

GRANT SUB-COMMITTEE – 14TH FEBRUARY 2024

MINUTES OF THE GRANTS SUB-COMMITTEE MEETING HELD ON 14TH FEBRUARY 2024 AT 11AM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Birch (Chair), Hibbert, Holland-Delamere and Stevens

OFFICERS PRESENT: Mrs F Barford (Democratic Services Officer) and Mr C Osborn (Community Engagement Officer)

28. APOLOGIES

Apologies were submitted by Councillor Russell

29. DECLARATIONS OF INTEREST

Councillor Holland-Delamere declared a non-pecuniary interest in application CCF226 as the funds would be deducted from his allocated Councillor Community Fund.

30. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETINGS HELD 15TH NOVEMBER 2023

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 15th November 2023 as a true and accurate record of the proceedings.

31. GRANT APPLICATIONS TO THE COUNCILLOR'S COMMUNITY FUND

| Reference Number | Organisation | Project | Amount Requested | Councillor(s) | Ward | Decision |
|------------------|------------------------------------|---|------------------|------------------|--------------|-----------------|
| CCF226 | Emmanuel Church Group | RZone Youth Project | £700 | Holland-Delamere | Rectory Farm | APPROVED |
| CCF227 | Northants United Academy (F.C) | Training & Development Equipment | £350 | Miah | Headlands | APPROVED |
| CCF228 | Friends of Abington Library (FOAL) | Abington Library Community Outreach Programme | £500 | Miah | Headlands | APPROVED |
| CCF229 | The County Toy Library | Support for Children and Young People | £2,000 | T Eales | Kings Heath | APPROVED |

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| | | with Additional Needs | | | | |
| CCF230 | Pearls Of Peace | Coffee Morning and Healthy Food Demonstrations | £1,000 | Ashraf | St James | APPROVED |
| CCF231 | Thorplands Club 81 (F.C) | Kit Provision | £492 | Fuchshuber & Meredith | Talavera | APPROVED |
| CCF232 | Broadmead Community Church | Community Conversation 2024 | £200 | Miah | Headlands | APPROVED |
| CCF233 | Broadmead Community Church | Community Conversation 2024 | £600 | Joyce | Eastfield | APPROVED |
| CCF234 | Northampton Leisure Trust | “Dear England” – Forum Cinema | £500 | Choudary | Brookside | APPROVED |
| CCF235 | Weston Favell Village Residents Association | WFVRA Family Fun Day | £1,000 | Kilbride | Park | APPROVED |
| CCF236 | Bridgewater Residents Association | Provision of Fitness Equipment | £1,000 | Kilbride | Park | APPROVED |
| CCF237 | St Albans Church | Food Bank | £1,000 | Joyce | Eastfield | APPROVED |
| CCF238 | Deafconnect | Four J’s Community Café | £700 | Ashraf | St James | APPROVED |
| CCF239 | Shop Zero | Shop Zero | £700 | Miah | Headlands | APPROVED |

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| CCF240 | Headlands Primary School | Promoting Character | £700 | Miah | Headlands | APPROVED |
| CCF242 | Community Spaces Northampton | Briar Hill Food Bank | £1,500 | Connolly | Briar Hill | APPROVED |

GRANT APPLICATION TO THE COUNCILLOR'S COMMUNITY FUND RECEIVED LATE AND TABLED AT THE MEETING

| Reference Number | Organisation | Project | Amount Requested | Councillor(s) | Ward | Decision |
|------------------|--|---|------------------|-----------------------|-----------|-----------------|
| CCF243 | Parklands Tiger FC | Summer Tournament | £550 | Hallam | Parklands | APPROVED |
| CCF244 | 70 th Northampton Rainbows and Brownies | Trip to Gravity Trampoline Park | £400 | Hallam | Parklands | APPROVED |
| CCF245 | Community Spaces Northampton | Southfield Bench | £558 | Fuchshuber & Meredith | Talavera | APPROVED |
| CCF246 | Cats Protection Northampton Branch | Support for those experiencing temporary financial difficulty | £700 | Fuchshuber & Meredith | Talavera | APPROVED |

32. GRANT APPLICATIONS TO THE COUNCILLOR'S COMMUNITY FUND

| Reference Number | Organisation | Project | Amount Requested | Recommended Decision |
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| CGF87 | The Wild Tribe | Junk Treasure Project | £4,700 | DECLINED: Councillors raised concerns on the Wild Tribes status as a community organisation and decided the organisation was not suitable for the Town Council's Grant Schemes. |
| CGF88 | Northampton Contemporary Art (NNCA) | Northampton Culture Night | £5,000 | APPROVED: Councillors raised the Culture Event would highlight the Cultural Quarter whilst supporting smaller groups and individuals to participate. |
| CGF89 | Northampton Corporation Transport Archiving Project | The Preservation, Conservation and Education of Transport in Northampton | £4,000 | APPROVED: It was commented by a Councillor the preservation of Northampton's Transport History supports the Town Council's desire to support local history and heritage. |
| CGF90 | Albanian Cultural Association | Albanian Food Voucher Scheme | £2,500 | DECLINED: It was commented by the Committee that West Northamptonshire Council were administering the Household Support Fund scheme where food vouchers could be applied for and provided if deemed eligible. Another Councillor commented that a Community Larder would have been better suited to provide those in hardship with culturally appropriate food as it would be difficult to monitor what the funds were indeed spent on. |

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| | | | | It was highlighted that the Town Council would welcome any future applications from the Albanian Cultural Association. |
| CGF91 | Down Syndrome Group Northamptonshire | Speech and Language Therapy for Youngsters with Down Syndrome | £4,787 | APPROVED: It was commented by the Committee that Speech and Language Therapy would be a benefit to the service users however, the organisation should source more sustainable funding in future. |
| CGF92 | Wagonik Integracyjny | Children's Day with Wagonik Integracyjny | £2,010 | APPROVED: It was commented that the funds would benefit a high-volume of people, children on the ASD spectrum, their siblings and parents. |

MEETING CONCLUDED: 12:44PM

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Community Services Committee Feb 2024

Events and Projects Update

| Name of Event / Project | Date of Event / Project | Update |
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| SAVE THE DATE – 2024 EVENTS | | |
| Laforey 80th Anniversary | Sun 24 th March | <p>The Guildhall Courtyard. Military Parade from Courtyard- St Giles St- Hazelwood Rd- Derngate (Salute on Ghall steps), repeat parade loop, finish back in courtyard with refreshments for dignitaries.</p> <p>Events Team have sent road closures, requested costs for Traffic Management and signage, filed WNC application, liaised with military, and confirmed Guildhall booking on behalf of the Civic Officer.</p> |
| St George’s Day Celebrations | Sat 20 th April | <p>The Guildhall Courtyard Flag raising, children’s activities/crafts/storytelling, facepainting, balloon modelling and morris dancing will take place again this year in the Guildhall Courtyard, with an addition of ‘Juggling Jim’ the Jester with his knights’ school and circus workshops. Also the addition of a take home commemorative gift: Bespoke recycled notepads with St George’s Day Northampton 2024 design, plus mini pencil.</p> <p>St George and the Dragon re-enactment will also take place featuring the giant animated puppet from 2023.</p> <p>All activities will be free for families.</p> <p>A 50% deposit payment is required in advance of the event to cover the outlay of costs for the materials needed for children’s activities. Approval needed for the amount of £550.00 to be paid 4 weeks prior to the event. The balance of 50% to be paid as normal post event/services received.</p> |
| Bands in the Park | Every Sun & BH Mon. 7 th April – 29 th September | <p>Abington Park Bandstand. The Bands in the Park schedule is confirmed and complete for every Sunday and Bank Holiday Monday, April to September. The Park Café - Abington Park, have sponsored three dates on the calendar. The 2024 lineup features a variety of bands, singers and musicians; performances will take place between 2pm and 5pm.</p> <p>The calendar listings can be viewed online on the NTC website and Whats On page. Promotional banners will be installed from the end of March at the bandstand and on the park roadside board, leaflets have been produced for distribution and a press release will be circulated. Social</p> |

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| | | <p>Media assets have been created to promote the event/performers each week.</p> <p>x40 new chairs for performers have been ordered to replace the current stock handed down from NBC which are well past their best. These will be stored in the padlocked truck located next to bandstand for ease of access.</p> |
| Eid Festival | Sun 19 th May | <p>Becket's Park. NTC Stall at event. Eid Management Committee working with NTC's event contractor and Events Team on planning and support.</p> |
| Oak Apple Day | BH Mon 27 th May | <p>All Saints' Church Initial planning meeting with partners and participants arranged.</p> |
| Northampton County Beer Festival | Thurs 30 th May - Sat 1 st June | <p>Becket's Park. NTC's funding allocation of £5000 for Northampton County Beer Festival will be paid directly to the event organiser, <i>Beer Festivals UK</i>, to support with staging infrastructure and live production costs.</p> <p>Promotion via the event organiser has been positive with brewers and stage/band line up being announced with further event details due to come. NTC will share and support the event on Social Media platforms and via press release.</p> |
| Northampton Carnival | Sat 8 th June | <p>The Racecourse. NTC Stall at event. 2024 planning meetings to be attended by Events Team to determine support and actions required.</p> |
| Armed Forces Day | Sat 29 th June | <p>All Saints' Piazza 2024 planning meetings to be arranged to determine parade elements with the military for this year due to regeneration works and road closures and alternative options considered such as military band performances.</p> <p>Quotes and details are being assessed for the static elements of the event including live music, stalls and displays.</p> |
| Northampton Pride | Sat 13 th July | <p>University of Northampton. NTC Stall at event. Sponsorship link is now live and NTC have proposed £4,000 from the CSC budget for 24-25 to be either Stage or Parade sponsors this year. We also support by sitting on the Pride committee.</p> |
| Northampton Balloon Festival | Fri 16 th – Sun 18 th August | <p>The Racecourse NTC propose to host and manage The Community Marquee again for this year, inviting local charities and groups to have a stall and promote their organisations. NTC to have a stall inside the marquee.</p> |

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| | | <p>NTC's funding allocation of £10,000 for Northampton Balloon Festival will be paid directly to the event organiser, <i>Show Time Events Group Ltd</i>, to support with event planning costs.</p> <p>NTC will share and support the event on Social Media platforms and via press release.</p> |
| Northampton Music Festival | Sun 8 th September | <p>Town Centre – Various locations TBC</p> <p>Initial meetings underway with Events Team to determine support and actions required. NTC will sponsor the event through payment of staging and other infrastructure/personnel costs from the allocated budget.</p> <p>NTC will share and support the event on Social Media platforms and via press release. Applications are now open for performers.</p> <p>Main stage location to be determined after updates on Market Sq regeneration works timeline is confirmed with alternative plans being worked on in preparation.</p> |
| Tales and Traditions of Northampton Guildhall, (as part of Heritage Open Days) | Sat 14 th September | <p>The Guildhall</p> <p>NTC's contribution to the Guildhall Tours of Heritage Open Days will be titled 'Tales & Traditions of Northampton Guildhall'.</p> <p>Plans are underway to include opening the Mayor's Parlour, local Morris Dancing and historic re-enactments related to the Guildhall and Northampton's heritage.</p> <p>Quotes and ideas are being explored to include an activity for a younger audience – an activity that encourages exploration of the Guildhall with a range of tasks focused on the history and building.</p> <p>Depending on which supplier projects are awarded to, there may be a deposit required to begin works and to cover the outlay of project costs.</p> <p>Approval needed if such scenario arises.</p> |
| Diwali Festival of Lights | Sat 26 th October | <p>Market Sq TBC</p> <p>NTC Stall at event.</p> <p>2024 planning meetings to be attended by Events Team to determine support and actions required.</p> |
| Northampton's Annual Fireworks Spectacular | Sat 2 nd Nov | <p>The Racecourse</p> <p>Display - NTC Officers and NTC's event contractor met with Fully Fused Fireworks to review last year's display and discuss options for 2024.</p> <p>Please refer to Fireworks Display 2024 Report/Proposal.</p> |

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| | | <p>Confirmation that event planning details/decisions and approvals for the Fireworks event are delegated to the Fireworks Working Group.</p> <p>Live Stage - Band and Fire Show - Quotes are being sourced for both a band and a live stage fire show with pyrotechnics as an intro to the fireworks display and countdown.</p> <p>Planning - Meetings underway to determine any changes needed for this year's event to personnel, logistics and infrastructure. A Working Group meeting is to be arranged to discuss the proposed plans and content.</p> <p>Depending on which suppliers are awarded for entertainment, there may be a deposit required to cover the outlay of any costs and secure bookings. Approval needed if such scenario arises.</p> |
| Remembrance Sunday | Sun 10 th Nov | All Saints' Church 2024 planning meetings to be arranged. |
| Christmas in Northampton | Throughout November – December | <p>Please refer to Christmas Trees 2024 Report/Proposal. Please refer to Christmas Lights 2024 Report/Proposal.</p> <p>A full report of the 2023 Christmas events including the Lights Switch On will be submitted for the next CSC in March to approve event/activity locations for the Christmas in Northampton 2024 programme.</p> <p>The Christmas Working Group will meet to discuss the options available for 2024 in preparation for review.</p> <p>Confirmation that event planning details/decisions and approvals for the Christmas in Northampton programme are delegated to the Christmas Working Group.</p> |
| Christmas Lights Switch On | Sat 23 rd Nov | <p>Market Sq – TBC</p> <p>Initial plans propose that the Christmas Lights Switch On return to the Market Sq when regeneration works are complete. Plans for content and schedule are dependent on the new Market Sq event space dimensions. Events Team are in liaison with WNC for regular updates which will be shared when available.</p> <p>Quotes and options for performers and entertainment are being explored in preparation for planning.</p> <p>Depending on which suppliers entertainment/projects are awarded to, there may be a deposit required to begin works and to cover the outlay of costs and secure bookings. Approval needed if such scenario arises.</p> |

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Heritage Projects

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| <p>Snapshots in Time: Market Square locations</p> | <p>Due March 2024</p> | <p>The Market Square- to finalise the budget for Snapshots in Time for 23-24, the final 5 locations information and photographs have been sent to the app-makers to materialise.</p> <p>They are:</p> <ul style="list-style-type: none"> - The Corn Exchange - The Emporium Arcade - The Peacock Hotel - Market Square Fountain - 'Doffman's Corner Tailors shop (Sharp's building on the corner in more recent years) <p>These will be finished by end of financial year, however will be launched on the app when the Market Square reopens,</p> |
| <p>Market Square Film</p> | <p>Completion May 2024, showing on Market Square after reopening</p> | <p>3 x local film making companies have been contacted to create a film of the historic Northampton Market Square for comparable quote. We are working with partners from WNC on this project. The project is due for completion in May 2024, but with the view of showing on a summer's afternoon on a big screen. Depending on the market square reopening, monies may need to be earmarked from 24-25 budget to 25-26 budget, to ensure a summer showing of the film due to weather restrictions of an open-air event.</p> <p>Depending on which supplier the project is awarded to, there may be a deposit required to begin works and to cover the outlay of project costs. Approval needed if such scenario arises.</p> |
| <p>350th Anniversary of the Great Fire of Northampton</p> | <p>Completion May 2024, Launch in Sept 2025 for anniversary</p> | <p>Work has begun on researching the Great Fire of Northampton and choosing the locations on the app that we have commissioned to commemorate the 350th anniversary. The app will be launched in association with the wider town and county activities occurring next year to commemorate the anniversary.</p> |




**Northampton
TOWN COUNCIL**

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NORTHAMPTON


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SAVE THE DATES 2024

| | |
|--------------------------|---|
| 24TH MARCH | LAFOREY PARADE 80TH ANNIVERSARY |
| 7TH APRIL-29TH SEPTEMBER | BANDS IN THE PARK |
| 20TH APRIL | ST GEORGE'S DAY CELEBRATIONS |
| 19TH MAY | EID FESTIVAL |
| 27TH MAY | OAK APPLE DAY |
| 30TH MAY-1ST JUNE | NORTHAMPTON COUNTY BEER FESTIVAL |
| JUNE- OCTOBER | NORTHAMPTON IN BLOOM INCLUDING WELLNESS WALKS |
| 8TH JUNE | NORTHAMPTON CARNIVAL |
| 29TH JUNE | ARMED FORCES DAY |
| 13TH JULY | NORTHAMPTON PRIDE |
| 16TH-18TH AUGUST | NORTHAMPTON BALLOON FESTIVAL |
| 8TH SEPTEMBER | NORTHAMPTON MUSIC FESTIVAL |
| 14TH SEPTEMBER | TALES & TRADITIONS OF THE GUILDHALL AS PART OF HERITAGE OPEN DAY |
| 26TH OCTOBER | DIWALI FESTIVAL OF LIGHTS |
| 2ND NOVEMBER | NORTHAMPTON'S ANNUAL FIREWORKS SPECTACULAR |
| 10TH NOVEMBER | REMEMBRANCE SUNDAY |
| 23RD NOVEMBER | CHRISTMAS LIGHTS SWITCH ON |
| DECEMBER | CHRISTMAS IN NORTHAMPTON |

Northampton Town Council

Community Services Committee – 26th February 2024

Christmas Lights 2024 – Report by JH, Events & Projects Officer

Purpose of the report: To update the committee regarding the current condition, inventory and infrastructure of NTC's Christmas Lights with next steps and options for 2024 and beyond.

Recommended: That the below options are considered and reviewed in preparation for proposals and further report in March.

Approve delegated authority to the Officers in consultation with the NTC Christmas Working Group as per 2023 to consult project plans and scope of works for Christmas Lights programme in preparation for further review by CSC.

Background

Northampton's Christmas lights displays have been the responsibility of the town council since its inception in 2021. The town council owns the full Christmas lights inventory following the transfer of assets from NBC. Each year the inventory and infrastructure along with the locations of lights are reviewed to assess general wear and tear and ongoing suitability for where improvements can be made in line with budgets. The lights are paid for from the allocated Christmas events budget which also includes provision for the overall Christmas in Northampton programme featuring events, activities and projects within the town.

The lights in the town centre provide an enjoyable festive experience for the community of Northampton including residents, businesses and visitors to the town. Considerations are needed to ensure installations remain suitable with regards to cost, maintenance, sustainability and design/locations.

Since 2021 lighting suppliers and electrical contractors have been recruited under the transfer and contracts from NBC. The current scope of works from suppliers and project plans include the installation of lights and electrical infrastructure, supply/replacement where needed, maintenance/repair, derig and Christmas Lights Switch On event support. Storage of all Christmas lights remains the same as previous arrangements from NBC – the lights are stored in WNC units in the town centre.

Over the last three years the town council has been satisfied with the service provided by contractors; performing to schedule and working well to deliver the scheme each year with improvements and replacements being accommodated. Local knowledge of the town and history of the Christmas lights scheme has been of benefit over the last three years. However, it is recommended that the scheme requires updating both aesthetically and due to the majority of lights, and switch on control system, being past their best and in need of annual repair and/or replacement. The town council have the opportunity to review the existing arrangements, put works out to tender where necessary and explore options available to enhance and evolve the Christmas lights offering and update the infrastructure where needed.

Overview

The current lights used in town were acquired by NBC with some replacement of lights and locations taking place periodically over the last 10+ years. The newest purchased by NBC were installed in approx. 2019 (Wellingborough Road), other elements are significantly older. Annual repairs are needed to maintain the current installations, especially to cross street and lamppost lights. Costs will be determined for this year's repairs to the current stock including lights and any infrastructure. The oldest lights (once used on the Market Square and St Leonards Road) are now deemed unusable and not fit for repair by current suppliers and will be disposed of (it should be noted that these installations are not fit for resale.) During the Christmas 2023 period, some lights failed with various call outs needed to assess issues – these issues were a mix of electrical connections and age of certain installations.

The town council has purchased and updated certain designs and light installations in 2022 and 2023 that have proven effective. Warm white, flash effect additions purchased most recently have been the most successful. All additions and replacements have been well received with positive feedback from the public and partners.

These include the following:

- Warm white with flash effect lights to x3 40ft Christmas Trees (x2 other locations to be added for 2024) – x5 in total.
- Warm white with flash effect icicle lights as x5 cross streets down Guildhall Road, x1 cross street on St Giles Street and as ceiling lights within the Bus Station.
- x25 Star Burst twinkle lights (x5 per tree) on Abington Street.
- Replacement Abington Park bandstand – warm white string lights.
- Replacement Wood Hill/Memorial Garden Trees – warm white string lights.
- Replacement x2 trees outside Guildhall – white string lights.
- White with flash effect icicle lights as x2 cross streets near Abington Square.

Over the Christmas period of 2023, the full inventory and list of locations were collated to determine the condition and effectiveness of each element based on age/wear and tear/value for money/aesthetics/sustainability/suitability in preparation to propose replacements, new installations, changes needed and infrastructure updates required. Within this review, locations around the town were also identified for possible additional sites for installations that can both utilise unused existing brackets, anchor and catenary wire points and/or install as new.

New for 2023: Solar powered lamppost Christmas Trees were trialled to assess the effectiveness and quality of the product as an option to consider in the future. Festoon lighting was erected around the perimeter of All Saints' Church to add an additional lighting element to that location within the town centre. Icicle lights were installed in Becket's Park to enhance the Switch On event for the change of location for 2023 due to regeneration works taking place in the town centre.

Following ongoing research and analysis of the above, further review will take place and plans considered by the NTC Christmas Working Group with detailed objectives and breakdowns of options available to be presented to the CSC at the next meeting.

See below locations maps, overview of inventory, images of current/new displays and images of proposed scheme/design examples.

Objectives and Next Steps

- The proposal being recommended is that the lighting scheme be updated to a 'Warm White Theme' throughout the town that marries with the additions and replacements the town

council has made over the last two years. This to include a cohesive design that is simple and effective, traditional and timeless that compliments the variety of locations and buildings throughout the town. This can be achieved with using less 'motif' designs and instead replacing with and including more string/curtain lights with more subtle motif type installations for consideration.

➤ How can this be achieved and what are the options?

Various options are open for review on how to achieve the objectives for the Christmas Lights scheme:

1. Current arrangement of recruiting two local suppliers to carry out works – one for supply/install/derig/maintenance, one for electrical install and operations for infrastructure keeping all existing lights with outlay for repairs and the review of replacements/additions for new design scheme needed at a later date. Storage would need to be confirmed/secured separately.
2. The above arrangement with the purchase of replacements/additions for new design theme reviewed and decided on in proposals. Storage would need to be confirmed/secured separately.
3. Purchase of replacement/new installations including supply/design, install, maintenance, infrastructure and derig package. (Storage may be an option.)
4. Hire contract agreement of replacement/new installations including supply/design, install, storage, maintenance, infrastructure and derig package.

The proposed documents for works will include the following information: Invitation to tender, Design brief/scope of works, Locations maps and details, Technical data and testing requirements including anchor fixing points, catenary wires, brackets and lamppost columns and Approximate budget. Requirements from proposed suppliers and contractors will be collated, for example, specification of materials, design mock ups, cost breakdowns, evidence of ability etc.

Please note: NTC do not currently have a policy and procurement scheme. The introduction of a workable procurement process including spend thresholds is work in progress by the Town Clerk, Responsible Finance Officer and Assistant Town Clerk (NTC Management Team). Interim procurement processes will be guided by the NTC Management Team.

Christmas Lights Budget Expenditure/Forecast to be reviewed in preparation for approvals and next steps. The budget will be examined by the Christmas Working Group to determine value for money, costs for replacement, repair, refurb, install, derig, storage based on lasts years expenditure and options available going forward.

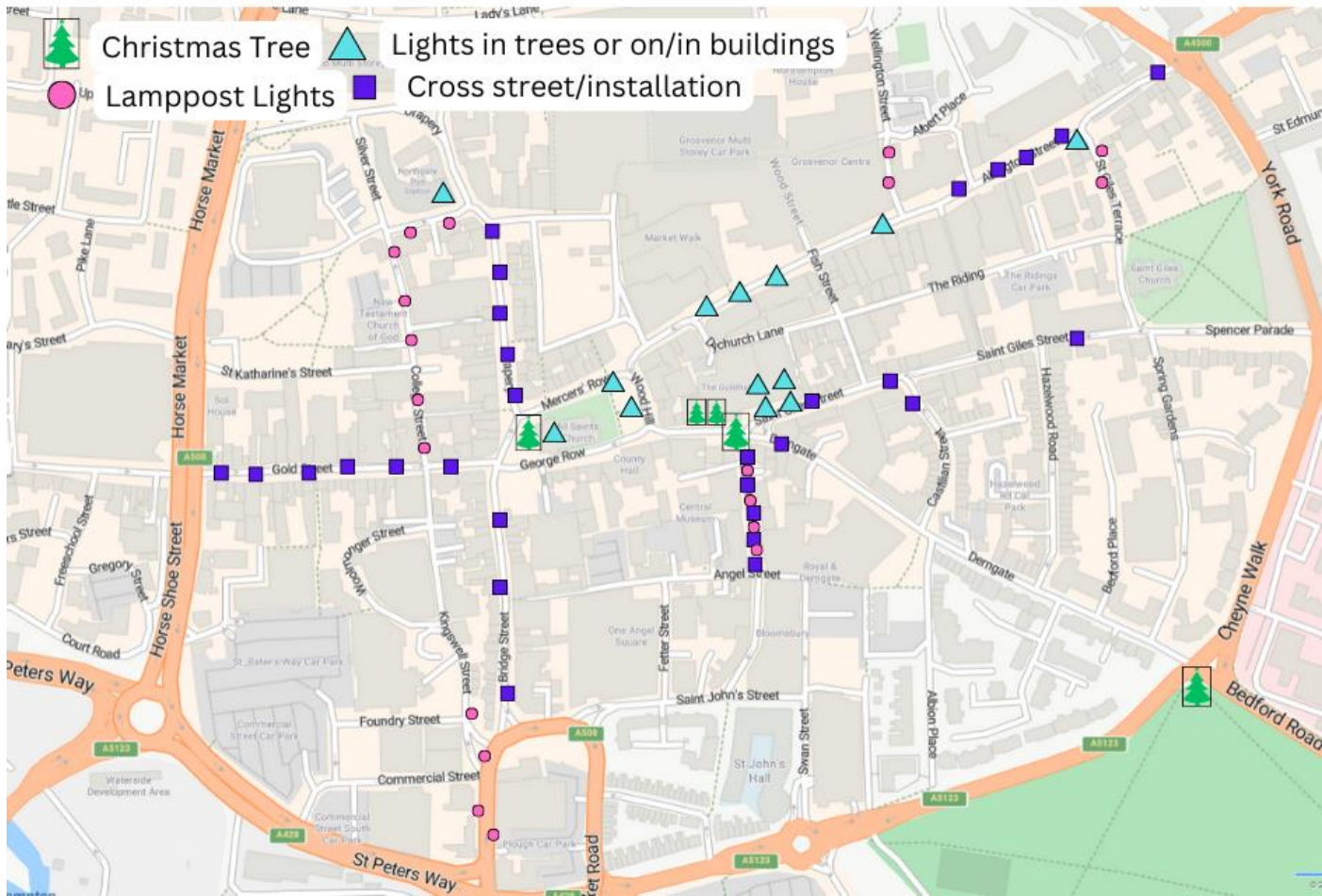
➤ What is required and what are the considerations?

- Not replacing light installations or upgrading the scheme/infrastructure for another year will have the effect of reducing the attractiveness, look and feel of the town centre at Christmas and potentially impact on the economy of the town centre and expectations of residents, businesses and visitors.

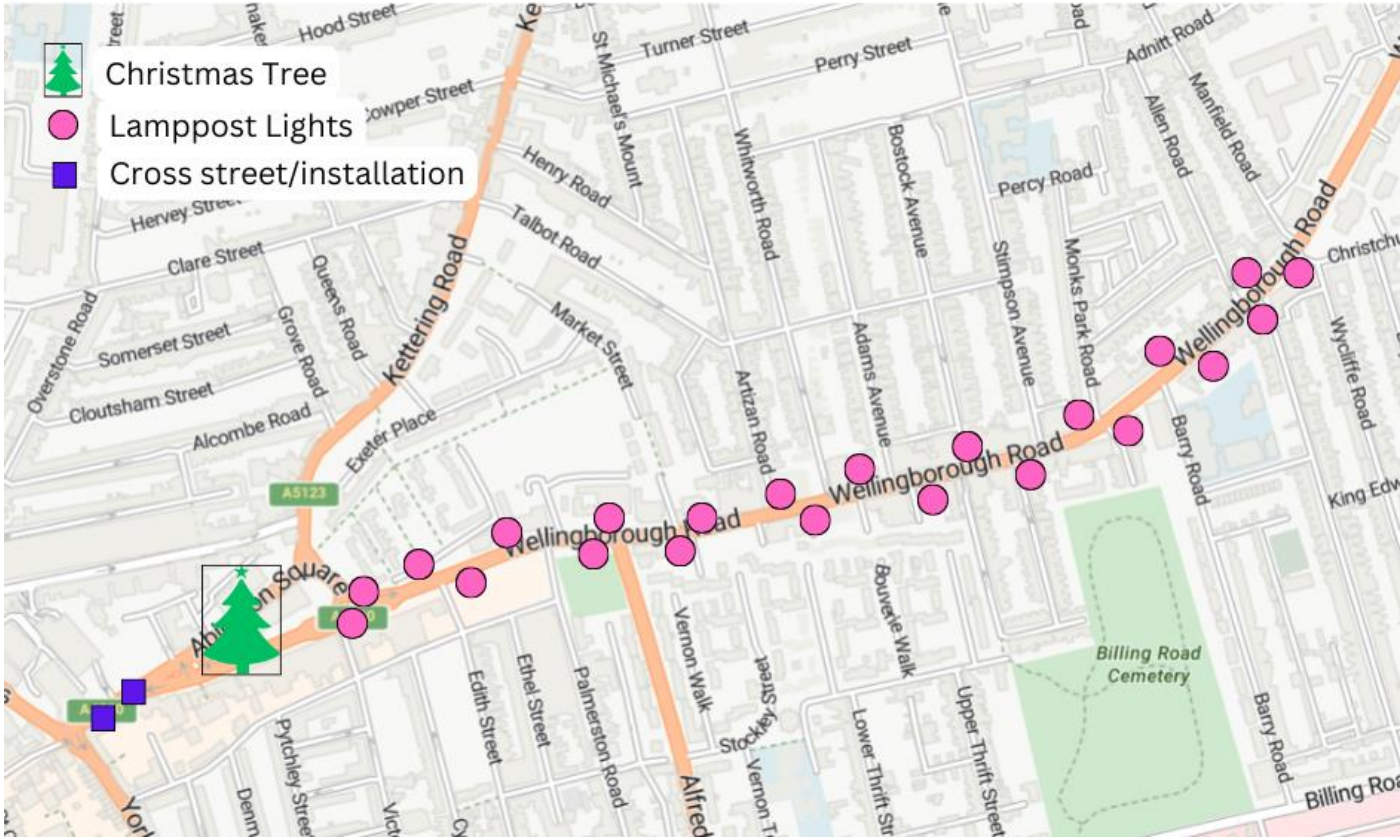
- Safe storage would need to be confirmed and agreed for all options bar the Hire Contract package. Currently the town council use WNC stores to house the lights throughout the year to which current contractors have access to be able to conduct testing, repairs and checks ready for install. If the Hire Contract is considered, most suppliers would include storage within the agreement and costs with all lights will be taken off site back to their warehouse for safe storage and for repairs/testing where applicable.
- For additional locations such as lampposts and any major changes to existing anchor points/catenary wires, permissions would need to be granted. For lampposts, permissions and specifications of both the lights and lamppost tolerances will need to be agreed from both WNC and Balfour Beatty as well as possible private-owned buildings. The town council is in the process of obtaining lamppost maps detailing ownership and responsibility per location. This will help obtain the permissions needed, grant the appropriate licences and determine which lampposts can be used where new installations are considered. Working with WNC Highways and Regulations, NTC will always aim to install Christmas lights with as minimal disruption as possible to the public highway, business community and local community. Where needed, licences, permissions and parking waivers will be applied for so works can be carried out by contractors.
- Mapping of current locations, electrical connection points, equipment locations and all anchor fixing points and brackets. In liaison with current suppliers, information is being collated to detail this information for reference.
- Testing of all infrastructure, lights, anchor points/brackets/catenary wires is a continued element of the Christmas lights project. New and additional installation points will need testing as soon as possible to determine the works needed to progress with locations and design.
- The benefits and considerations for each contractor/supplier option will be thoroughly reviewed by the Christmas Working Group to conclude the best possible course of action; this to include budget, timeframes, design, efficiency of service, locality, sustainability.
- The current Switch On timer system, radio controllers and connections are at the end of their life span. The infrastructure includes only one switch on button, replacements are unavailable due to discontinuation of manufacture. This is also the case with certain transmitters for some lighting elements such as older lampposts and cross streets. Initial meetings with current contractors has identified options available based on scope, budget and suitability. Costs and requirements are being investigated to review what equipment is needed and in which locations. The risk of not replacing this system may result in the current infrastructure breaking with spares and parts unavailable to replace.
- Stakeholders, partners and NTC members will be consulted and informed throughout the review and planning phases to help determine the wants, needs and scope of the project.

- Research into potential contractors and suppliers has begun and initial discussions taken place to better understand the options available to evolve the Christmas lights scheme and how this works for similar organisations and local authorities.
- Included for review will be the small Christmas trees that have historically been installed on the brackets along shop/business facades. Details of the current inventory for these installations, costs involved and alternative proposals will be reviewed by the Christmas Working Group and included in CSC reports for consideration and approval.

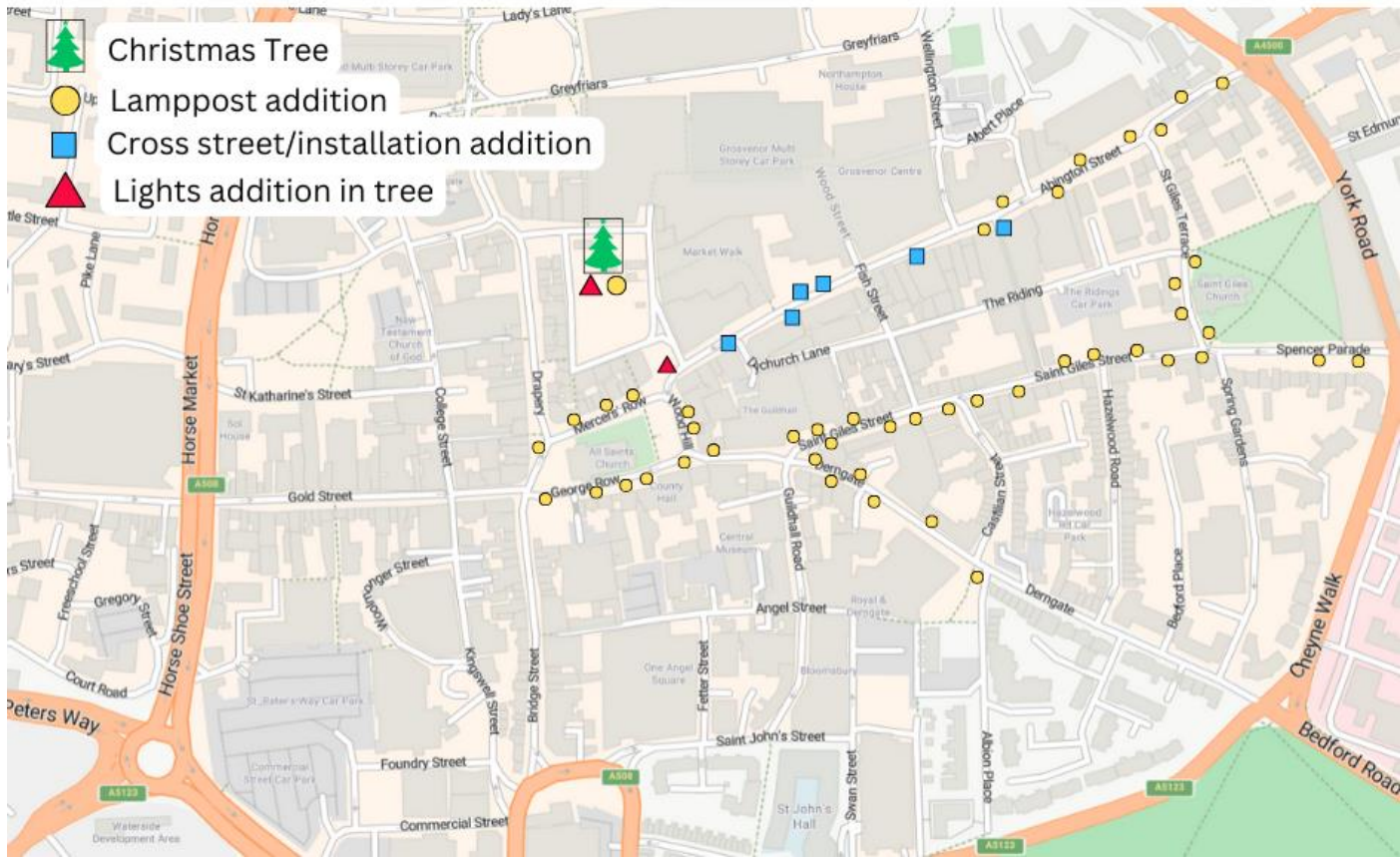
Current locations/infrastructure to replace/keep. Town Centre.



**Current locations/infrastructure to replace/keep.
Abington Square and Wellingborough Road (String lights on Bandstand in Abington Park.)**



Possible locations/infrastructure identified for additional/new installations.



Overview of Inventory List (Detailed inventory to be reviewed with Christmas Working Group)

Examples of Current Christmas Lights Scheme using new warm white elements:



Bus Station 2023



Wood Hill / All Saints' Church & Memorial Garden 2023



St Giles Sq – 40ft tree, Guildhall Rd cross streets 2023



All Saints Church 40ft tree and festoons 2023



Abington Street Star Bursts 2023



Becket's Park 40ft tree 2023



Abington Sq/Top of Abington Street 2023 – St Giles St/Guildhall 2023

Examples of Proposed Scheme, Additions and Design – for a warm white scheme:



Screenshot 2024-02-20 094444



Screenshot 2024-02-20 094501



Screenshot 2024-02-20 094529



Screenshot 2024-02-20 095433



Screenshot 2024-02-20 095516



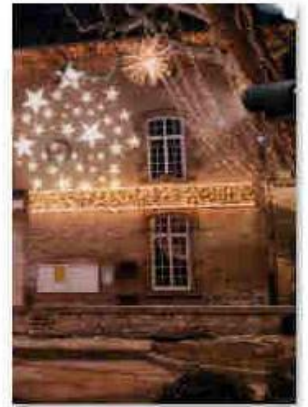
Screenshot 2024-02-20 095558



Screenshot 2024-02-20 095727



Screenshot 2024-02-20 095739



Screenshot 2024-02-20 095748



Screenshot 2024-02-20 095800



Screenshot 2024-02-20 095834



Screenshot 2024-02-20 100037



Screenshot 2024-02-20 100108



Screenshot 2024-02-20 100115



Screenshot 2024-02-19 111040



Screenshot 2024-02-19 111706



Screenshot 2024-02-19 111721



Screenshot 2024-02-20 094630



Screenshot 2024-02-20 094710



Screenshot 2024-02-20 095319



Screenshot 2024-02-20 095623



Screenshot 2024-02-20 095634



Screenshot 2024-02-20 095652

Northampton Town Council

Community Services Committee – 26th February 2024

Christmas Trees 2024 – Report by JH, Events & Projects Officer

Purpose of the report: To update the committee regarding logistics, supply, locations and costs for 2024's Christmas Trees.

Recommended: That the below locations and quotes be approved.

Please consider Market Square proposals in preparation for completion of regeneration works.

Overview

The trees supplied for 2023 were very impressive and the quality the best we have experienced so far. The new location of Becket's Park corner and the tree trunk pit engineered were a huge success - feedback and comments from partners and the public has been extremely positive.

Research conducted into Christmas tree suppliers found that only our current supplier, Elveden Farms Ltd, could provide the full service required including supply, installation, haulage and concrete blocks. The full service is not readily available or couldn't be arranged by other suppliers as one service. Separate suppliers would need to be sourced, recruited and organised for the separate elements needed.

For the tree sites, bar the new 2023 site of Becket's Park, we have to specifically use concrete blocks due to the locations on paving/highways/assets owned by WNC that currently we are unable to install and engineer tree trunk pits into. (This would be a cost-effective option in the future if permissions were allowed and we were to keep these locations for the foreseeable. Plus, would reduce the impacts of haulage.)

Officers enquired last year with WNC if a tree pit could have been installed during regeneration works taking place on the Market Sq event space to save costs and efficiency – unfortunately this doesn't seem possible but it is still worth consideration/pursuing for the future.

The proposal for 2024 would be to continue with our previous supplier, Elveden Farms Ltd, who will arrange and provide the full package of services as one job. This will be more efficient, more cost effective with the added benefit of their knowledge of the town and our usual install/derig processes. Please see below quotes for 2024 plus Market Square location considerations.

Locations of trees would be - x4 40ft Trees: Abington Sq Memorial, St Giles Sq (VandB), All Saints' Church Piazza, Becket's Park Corner. x2 14ft Trees: The Guildhall steps. Market Square: TBC.

Elveden Farms Ltd:

Install & supply: **£16,370.00** (x4 40ft and x2 14ft including: concrete blocks where required and haulage team)

Derig & disposal: **£3800.00**

= TOTAL: £20,170.00

Market Square: Quotes have been sourced for various tree sizes in preparation for the completion of regeneration works. Events Team are waiting on confirmation of the dimensions of the new events space on the new Market Sq to be able to determine which size tree can be accommodated. Decisions on whether this location should be considered going forward, which size of tree/costings must be agreed no later than September 2024. (Please note: the below cost will be in addition to the above quote for the current locations.)

- Market Square sizes/options including concrete blocks, install and haulage team, derig and disposal:

40ft - £4525.00

35ft - £3650.00

30ft - £3425.00

25ft - £2700.00

20ft - £2175.00

Northampton Town Council

Community Services Committee – 26th February 2024

Fireworks Display 2024 – Report by JH, Events & Projects Officer

Purpose of the report: To update the committee on planning for 2024's Fireworks Display with considerations for a contract to secure quality, impact and costs for the next three years.

Recommended: That the below quote for 2024 be approved.

The deposit/balance payment due dates be approved.

A three-year contract considered and approved.

Confirmation that event planning details/decisions and approvals for the Fireworks event are delegated to the Fireworks Working Group as per 2023.

The display supplied for 2023 was very well received; feedback and comments from the public along with partners has been extremely positive, the quality and content of the display being noted in particular. New products, change of content and effects within the display added to a very impressive and stunning show and had a positive effect. Both the Events Team and NTC's events contractor were very pleased with the service provided from planning stage through to the creative aspects/process and on-site management and performance.

To continue with the success of last year, options are being explored to ensure the same calibre of display going forward whilst securing and forecasting budgets and meeting expectations.

A three-year contract and payment plan has been proposed by current suppliers Fully Fused Fireworks. This will freeze the 2024 cost for 2025 and 2026 with no effect to the duration, quality and impact of the display each year.

Contracts will include thorough cancellation policies giving protection against unforeseen circumstances - these will be reviewed and agreed by the Fireworks Working Group prior to signing. One contract will cover 2024, 2025, and 2026 stating the payment plan for the next three years and the dates for the three upcoming displays (TBA) including usual conditions and T&Cs normally expected. After the three-year contract in 2027 there will be a cost increase to match the current years rates. Budgets and forecasts will need to allow for a 5-8% increase per year on the current

display quote. After the three-year contract, officers will undertake a full review of the services and explore options going forward for 2027 and beyond.

Fully Fused Fireworks:

2024 (2025/2026) Fireworks Display Details - For same duration, quality and impact as 2023

Display Type: Pyro musical

Display Budget: £22,680 + VAT

Duration: 16-minute Soundtrack

Display Date: 02/11/2023 Firing Time: 18:00

Extra Details: Include a False finale

50% Deposit invoice (April) and 50% balance invoice (one month prior to event) each year as normal T&Cs have been previously.

Deposit Invoice: £11,340 + VAT Balance Invoice: £11,340 + VAT

(Initial discussions have indicated an anticipated 8% increase on 2023 – pending negotiations.)

Northampton Town Council

Community Services Committee – 26th February 2024

Northampton Town Centre Business Improvement District (BID) – Baseline Agreements

Report by the Assistant Town Clerk, Julie Thorneycroft

Proposal – the Community Services Committee consider the statement below to confirm Northampton Town Council’s responsibility for the provision of Christmas Lights and traditional Town Centre Events.

Recommended: the Committee agree the statement below to be submitted to Northampton Town Centre Business Improvement District (BID)

Background

Northampton Town Council has been approached by the Business Improvement District to provide Baseline Agreements for the following services:

1. Christmas Lights
2. Events

For information a Baseline Agreement sets out the existing levels of service provision provided by the local authority and other public agencies. By having this information, a BID can demonstrate the “**additionality**” it will provide over the term of the BID usually 3 or 5 years. In the past Baseline agreements relating to Christmas and the traditional Town Centre Events were written and agreed by Northampton Borough Council.

Statement

The Town Council assumed responsibility for Christmas and Town Centre Events in April 2021. Under a 3-year contract agreed between West Northants Council and the Town Council the town council were obliged to deliver an annual programme of activity for the period April 2021 to March 2024.

In the financial year 2024/25 the Town Council when considering its budget agreed a financial commitment towards the provision of a Christmas Lights programme and a series of community events in the town. The list as it appears below is based on the events that have traditionally taken place in the town centre.

2024 Event Listing:

| | |
|--|---|
| April – September | Bands in the Park |
| 20th April | St Georges Day Celebrations |
| 19th May | EID Festival |
| 30th May – 1st June | Northampton County Beer Festival |
| June to October | Northampton in Bloom |
| 8th June | Northampton Carnival |

| | |
|----------------------------------|---|
| 29th June | Armed Forces Day |
| 13th July | Northampton Pride |
| 16- 18 August | Northampton Balloon Festival |
| 8th September | Northampton Music Festival |
| 14th September | Tales and Traditions of the Guildhall as part of Heritage Open Day |
| 26th October | Diwali Festival of Lights |
| 2nd November | Fireworks Event |
| 10th November | Remembrance Day |
| 23rd November | Christmas Lights Switch On |
| December | Christmas in Northampton |

When delivering/managing town centre events Northampton Town Council always strive to work with strategic partners to ensure the best outcome for the town and its surrounding community.

Please note the Town Council reviews its overall budget on an annual basis.

Community Engagement Officer Update

| Name of Event/ Project | | Update |
|--|--|---|
| <p>Northampton Town Youth Council – Steering Group</p> | | <p>Since undertaking my role as community engagement officer, I have been researching the benefits of setting up a Northampton Town Youth Council. The planning for this has been discussed with the Youth Summit Committee and we’re looking to have more of a Youth Voice when making town council decisions. This allows the town council to understand the needs of its young residents, whilst empowering the next generation of community leaders. I have conducted research in the best practices of implementing a youth council and have held meetings with Wolverton Town Council, Milton Keynes City Council & The University of Northampton. Based off this research I have concluded that in order to successfully implement this arm of the council, we must set up a steering group, led by young people from the local community. From speaking with local youth organisations, the most cost-effective method of forming this steering group is for me to visit youth centre’s around the town and do initial consultations with young people.</p> <p>Continuing our working relationship with The Local Area Partnerships (LAP’s), Northampton Central & Northampton East have both highlighted a significant need for more youth provision in these areas. Working with Chris (East) and Emilie (Central), we can pinpoint which areas / youth clubs will benefit the most from a youth council.</p> <p>In order to deliver the initial consultation, I will need to use 10 hours of my time visiting various youth & community centres across the town. 2 Hours collating my research findings, followed by 2 hours of mine and another officers time (for safeguarding purposes), 2 hours room use within the guildhall and a refreshments budget for the young people. This will allow us to form an initial steering group of young people to shape the youth council. The next steps following these actions can then be requested at a future Community Services Committee, based off the needs of the young people.</p> <p>Requesting from Community Projects Budget:</p> <ul style="list-style-type: none"> • 14 Hours Community Officer Time • 2 Hours Additional Officer Time • Refreshment Budget £50 Circa |
| <p>Community Needs Surveys – Working Group</p> | | <p>Following discussions with The Town Clerk, Assistant Town Clerk & The Events Team, it has been agreed that the Community Engagement Officer will take responsibility for community stalls at events across the town moving forward. This will allow us to further</p> |

| | | |
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| | | <p>our relationships with community groups. In addition to this, it gives us the opportunity to contribute towards the Northampton Town Council’s ongoing Community Needs Analysis.</p> <p>I am proposing that we develop a survey that falls in line with the town council community strategy and allows us to define and analyse the needs of our community members. This should be developed collaboratively by officers & councillors through a working group format. Once the contents of the survey have been agreed, we can then start building up responses from diverse communities to understand the needs of the town. This will also allow us to engage with the community gain feedback on ongoing projects or to determine viability of proposed projects.</p> <p>I am looking to use the same survey software which was used for the Moulton Leys consultation (Smart Survey) – this was well received and the level of service we require will cost £360pa. The Civic Officer has already researched this market prior to making the decision on which provider to use.</p> <p>Use of these surveys at community events will also allow us to collect data such as email addresses which will help further promote the projects and events of the town council.</p> <p>Requesting from Community Projects Budget:</p> <ul style="list-style-type: none"> • <i>Community Survey Working Group</i> • <i>Annual Survey Subscription - £360pa</i> • <i>Tablet for events / filling in surveys - £200 Circa</i> |
| Community Awards / Recognition | | <p>An important part of our role within the community is recognising the good that is done within the town. Following conversations with The Town Clerk, we would like to bring back the heart of the community awards. The end result of this would be an event celebrating all the brilliant work in Northampton in the form of an awards night. This is something that we would like to introduce at a later date. For 2024, having recognition is key. As we are already having a recognition event for It’s Your Neighbourhood, it’s viable to tie this together with Heart of The Community Awards.</p> <p>Suggested categories could be:</p> <p><i>Excellence in Community Service</i> <i>Community Event of The Year</i> <i>Volunteer Project of The Year</i> <i>Youth Project of The Year</i></p> <p>Nominations can be made by members of the community and winners will be decided by a panel / committee. To tie this in with</p> |

| | | |
|--|--|---|
| | | <p>IYN, winners will be invited to a formal ceremony in The Mayor’s Parlour in September / October 2024. Following a review of the awards process, we will be able to start planning for a larger event in 2025.</p> <p>In order to start the process of an awards ceremony, we must form a panel who will formally decide the categories, finalise the process and what awards will be available. A voting system must be added to our website and communications officer time will be crucial to ensure the awards reaches everybody in the community. <i>This will be an ongoing project and full costings should be decided at a later date.</i></p> |
|--|--|---|

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Northampton Town Council

Community Services Committee – 26th February 2024

New Proposed Projects and Idea Template – Report by Assistant Town Clerk

Purpose of the report: To update the committee regarding the project/ideas template which will be used for new projects and ideas to be considered by the appropriate council committee.

Recommended: that the project/ideas template is adopted and used in accordance with the detail below.

The attached template has been created to ensure Northampton Town Council is able to offer a consistent and transparent approach for the approval of new projects and ideas. The form has been developed to allow a deeper understanding of any proposed new activity.

It is important that Councillors and staff understand and agree the exact benefit of each idea to ensure that the most beneficial projects are taken forward. It also ensures that a) there is sufficient budget b) there is sufficient Officer capacity. The form provides the mechanism for forecasting both the budget cost and Officer capacity whilst taking into consideration other planned events and the impact this might have on the total Public Events budget.

The template covers details of the initial 'idea' and includes project scope, benefit(s), date and the total cost. The form will help the relevant committee determine if an 'idea' is worth pursuing and if so whether it fits in with the council's annual schedule or if a decision should be referred for the following financial year.

The office will capture all ideas/suggestions on a spreadsheet to ensure that there is a reliable record for capturing all 'ideas' whether approved, deferred or declined.

Please note a new pot of funding for community-based ideas/projects was agreed for FY25, the amount of funding equates to £50,000, this funding will be allocated specifically for "Out of Town" Events. Out of Town means the area of the town council boundary that falls outside the town centre. The £50,000 budget will be managed by the Community Engagement Officer.

The project template is for use by any Councillor or Officer, completion of the form will be required prior to taking forward any additional council project/activities. Agreement of the activity must be sought and recorded by the relevant committee.

The first project to be agreed under the "Out of Town scheme" is the 50th anniversary of Weston Favell – agreed by the Community Services Committee on 27th November 2023.

| PROPOSAL / BENEFIT CASE | | No. |
|--|---|------|
| Proposal Project/ Idea Name | | |
| Councillor/Officer | | Date |
| Scope | WHO / WHAT / WHY / Purpose | |
| Benefits | | |
| Objectives | <i>OUTCOMES</i> 1. 2. 3. | |
| Time frame e2e | <i>Duration with Start & completion date</i> | |
| Timeline Conflicts? | | |
| Financial Year in which to be delivered? | | |
| Estimated time to deliver | <i>NUMBER OF WORKING HOURS</i> <i>NUMBER OF OUT OF HOURS WORKING</i> | |
| Officer Capacity? | <i>Yes / No</i> | |
| Estimated cost | <i>HOURS X RATE PLUS</i> <i>ALL SUPPLIER COSTS</i> | |
| Approval Required | <i>COUNCILLOR(S) / COMMITTEE / OFFICER</i> | |
| Budget | <i>Financed within existing budget (provide coding)</i> <i>New budget needed</i> | |
| Risks | | |
| Officer Recommended? | | |
| Decision | <i>Details of Cllr / Officer and Committee & dates</i> | |
| Officer Signature | | Date |

| | | |
|----------------|--|------|
| | | |
| Cllr Signature | | Date |

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Northampton Town Council Social Media report - January 2024

Facebook

Number of posts published - 18

Top performing post of the month

31st Jan It's Your Neighbourhood comp post with photos of IHWO and FOEP members

Reach (number of people who saw the post) 5,874

Likes 28

Shares 14

Link clicks 33

Instagram

Number of posts published - 12

Top performing post of the month

25th Jan Northampton Town Council rallies against decision to be moved from Guildhall. Visit the News section of our website to find out more: <http://tinyurl.com/yntk85zn>

Reach (people who saw the post) 769

Likes 62

Audience

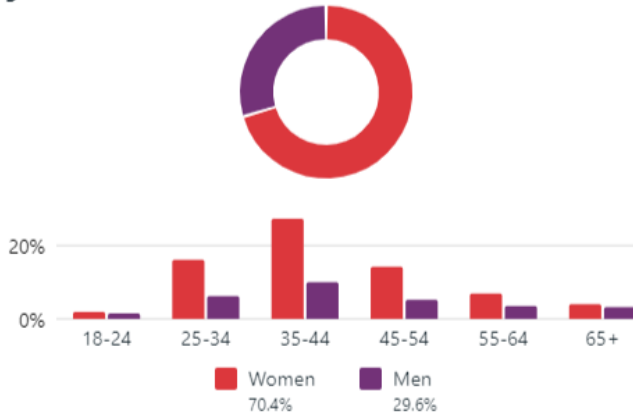
Current audience

Potential audience

Facebook followers ⓘ

2,941

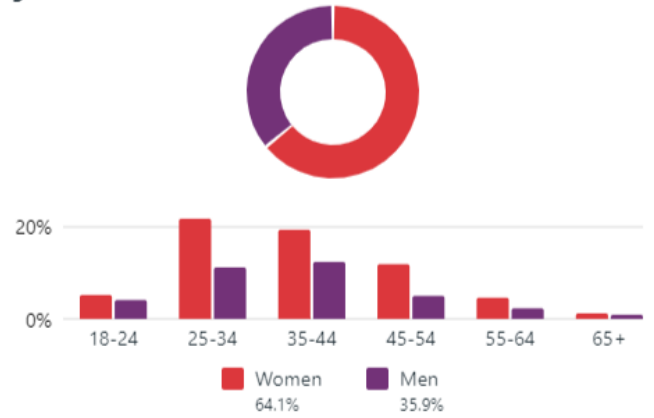
Age & gender ⓘ



Instagram followers ⓘ

1,681

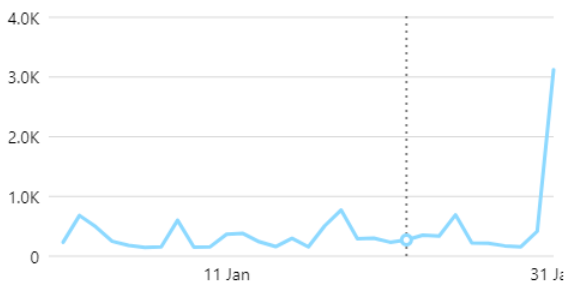
Age & gender ⓘ



Reach

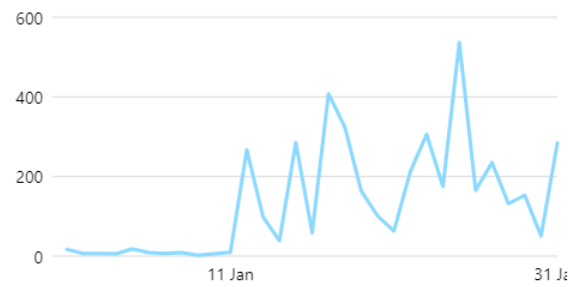
Facebook reach ⓘ

6,873 ↓ 72.4%



Instagram reach ⓘ

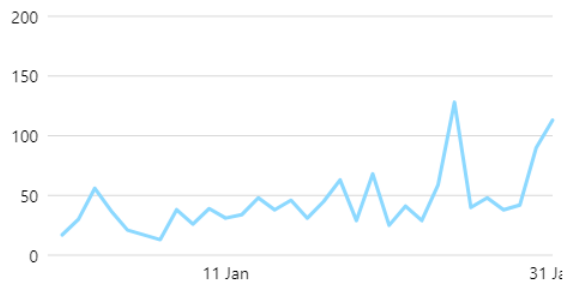
1,064 ↓ 47.7%



Visits

Facebook visits ⓘ

1,380 ↓ 52.3%



Instagram profile visits ⓘ

235 ↓ 76.5%



New likes and follows

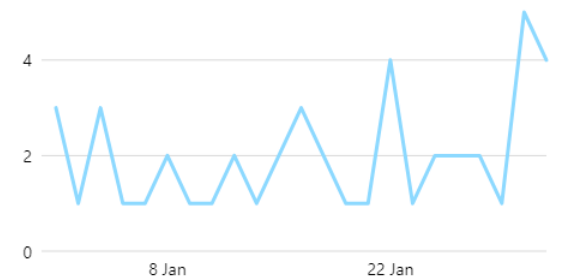
Facebook Page new likes ⓘ

33 ↓ 29.8%



New Instagram followers ⓘ

46 ↓ 25.8%



Linked In

583 total followers, 38 new followers. 60 page views.

X (formerly known as Twitter)

1,282 followers

4.1K impressions over a 31-day period

Number of posts published - 4